



Practical Writing

by

Platt R. Spencer's Sons

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BOOK SEVEN

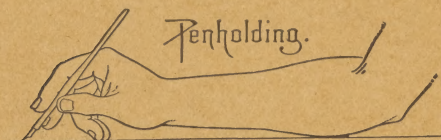
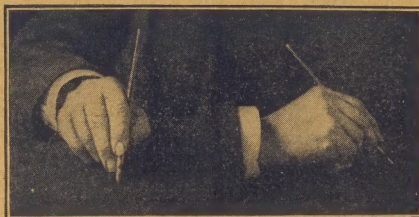
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THE TEACHERS using these lessons will in general, no doubt, be more or less familiar with the best way to sit at the desk and hold the pen in writing; and they will understand how important it is that a good light, healthfulness, and convenience for the work to be done should be fully provided for in whatever position is observed.

The light should be ample, but not glaring, and should come preferably from above over the pupil's left shoulder.

SITTING AT DESK. The *Front Position*, being the best when there is room and other conditions permit, is the one here recom-



mended and described. Let the pupil sit squarely before the desk, and easily, not rigidly, erect, inclining a little forward from the hips, not bowing the back nor hollowing the chest, but preserving an attitude favorable to full normal respiration. Though near the desk, the body should not lean against it.

The feet must not be drawn back, but should be placed forward level upon the floor. The forearms are to rest in front about equally upon the desk. The body leans a little on and is steadied by the left arm, with the left hand resting upon the book to keep it in place and adjust it when required, leaving the right arm and hand free to handle the pen, the right forearm resting easily on the large muscle near the elbow.

HAND AND PEN. The right way to hold the pen is shown clearly in the cuts. As for

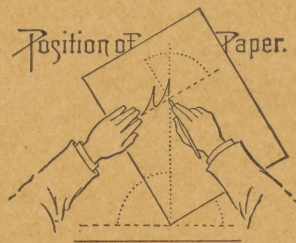
the hand, let it turn over to left until the pen points about to right shoulder, with *wrist free from desk*. Thus it can move freely across the paper, gliding on nails of third and fourth fingers, bent under for the purpose.

THE PAPER. Turn the book or paper obliquely (see third cut) until its top is about a third of a right angle to left of a straight front position; in other words, turn the book or paper until the pen is about at right angles with the ruled lines and can readily follow them when swept freely across the page.

MOVEMENT. The action of the first and second fingers and thumb, which is called the *finger movement*, is the first writing movement to develop in the child; and coming naturally to him, it will be used in his first efforts in writing in acquiring the forms of the letters.

This is, however, a comparatively weak and inefficient movement when used alone, and the pupil should gradually be led, by proper instruction and exercises, to combine with it the stronger action of the forearm, termed the *forearm movement*, which,

sweeping rightward, turning on its rest near the elbow, carries the hand easily forward from stroke to stroke and letter to letter, helping to make as well as join them, while the fingers add their finer shaping power to give finish to the forms. This united action of the forearm and fingers is known as the *combined movement*, and is generally considered the ideal movement for the purpose of business.



A good name is rather to be chosen than great riches, and loving favor rather than fine gold.

Our thoughts ought to be such
that we would be willing to have
others know them at any moment.

Those always have good company who are careful to entertain only good and noble thoughts.

The rose family embraces not
only the most beautiful flowers, but
also our most delicious fruits.

A primrose by a river's brim
A yellow primrose was to him,
And it was nothing more.

Icebergs are great masses of ice
broken from glaciers in the polar
regions and floating in the sea.

Water becomes vapor if heated
to 212 degrees; and becomes ice when
cooled to 32 degrees, Fahrenheit.

The Chinese Wall, built in ages long past, as a protection against the Tartars, is 1250 miles long.

Out of the shadows of the night
The world rolls into light;
It is daybreak everywhere.

Be as merry as you will,
Have a jolly time - but still,
Put your conscience in it.

At your work or at your play,
Whatsoever you do or say,
Put your conscience in it.

Aug. 14 M. V. Eastman.

Cr.

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Dec. 23 D. G. Fullerton Dr.
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Feb. 6	" Sundries,	420.00	Feb. 9	" Sundries,	35.00

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@ = At or to.

acc = Account.

= Number.

¢ = Cents.

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Dr. Debtor.

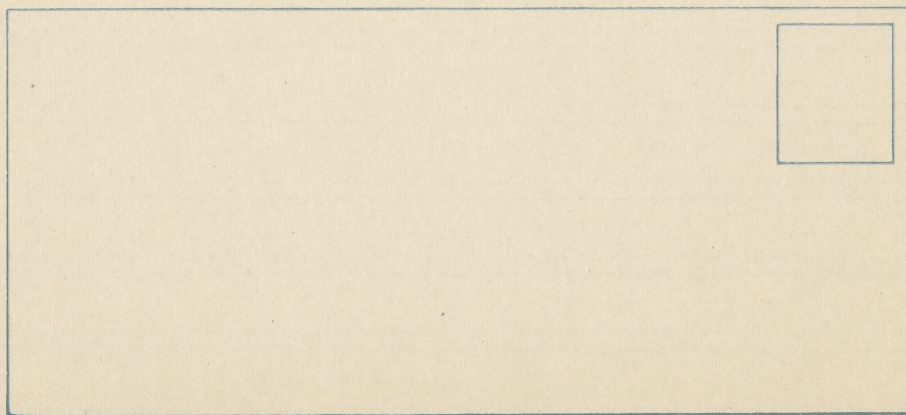
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U. T. Schurz. W. Y. Vibert. Z. X. Jaques.

One little act of kindness done,
One little kind word spoken,
Has power to make a thrill of joy
E'en in a heart that's broken.

Two roses on one slender spray
In sweet communion grew;
Together hailed the morning ray
And drank the evening dew.



Morristown, N.J.

Dec. 26, 1906.

Mr. A. B. Holt,

110 Fulton Street,

New York.

Dear Sir: Please send me
one copy each of "Hygiene for
Young People" and "Youth's
Temperance Manual."

Inclosed find one dollar
(\$1.00) in payment for same.

Yours very truly,

Charles Conway

Mr. A. B. Holt

110 Fulton Street

New York



PLAIN STANDARD FORMS

A B C D E F G H I J

K L M N O P Q R S T

U V W X Y Z &

abcdefghijklmnopqrstuvwxyz

1 2 3 4 5 - v w x y z - 6 7 8 9 0

OTHER APPROVED FORMS

A A B B C C D D E E F F

G G H H H I I K K K L L

M M M N N N O O O P P

Q Q R R R S S T T T

U U V V W W W X X

Y Y Y Z Z &